

Post Recruitment Training
of the Secretariat
Assistants - Scheme for the

GOVERNMENT OF BOMBAY

Political and Services Department,
Circular No. 4124/34.
Bombay Castle, 30th August, 1950.

CIRCULAR OF GOVERNMENT.

Government had appointed Shri H.D. Wardan on special Duty in the Political and Services Department for preparing a Scheme for the post recruitment training of the candidates appointed to the Upper Division of the Subordinate Secretariat Service. Shri Wardan has accordingly prepared scheme which Government is pleased to accept with some slight modifications. This scheme as approved by Government is shown in the accompanying statement and is circulated herewith for the information of the Departments of the Secretariat.

By order of the Governor of Bombay,

M.D. BHAT,

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

All Departments of the Secretariat,
The Secretary, Bombay Public Service Commission,
The Secretary, Bombay Legislature Department.

Scheme for the post Recruitment
Training of the Secretariat
Assistants.

Course of instruction and syllabus for 3 months post
Recruitment training of Assistants in the several Departments
of the Secretariat.

The class would be held every day from 5 to 6 p.m. on week days and 3 to 4 p.m. on Saturdays. Departments would be requested to relieve the trainees during these hours. No Trainee should be allowed to remain absent from the class without the permission of the Assistant Secretary of the Department and this permission should be produced by the trainee when the next attends the class. The permission to remain absent should not ordinarily be granted.

• The instruction will be in the following subjects:-

(A) General Subjects.

- 1) the Secretariat Instructions.
- 2) the Rules of Business.
- 3) the Bombay Civil Services Conduct, Discipline and Appeal Rules.
- 4) The Bombay Civil Services Classification Recruitment Rules (Chapter I only).
- 5) The Constitution of India.

(B) Accounts.

- 1) The Bombay Civil Services Rules,
- 2) The Budget Manual;
- 3) The Contingent Manual.

(C) Reviews of Administration and the Annual Administrative Reports of the Departments.

The reviews of Administration are out of date. But there are some portions pertaining to functions of the several departments and the 1st Chapter- Land Revenue and General Administration which contains some useful information on District Administration.

The trainees would be asked to acquaint themselves with the salient features in the Annual Administration Reports pertaining to their Departments. The points would be indicated to them in a general way during the lecture.

(D) Practice in actually working out about 50 typical Routine cases pertaining to the several Departments.

Each day about 1 or 2 cases would be worked out in the class by the trainees. The time allowed would be about 40 minutes. In the remaining 20 minutes the lecturer would indicate the correct disposal in each case and would draw attention to any special points in it.

(E) Filing System.

Maxwell system of filing, card index and movement cards etc.

3. The number of lectures in each subject would be as shown below. This is fixed on the basis of the time actually taken for the 1st batch whose training has just been completed.

3.1. Number of days.

A. General Subjects 12 days (or 12 hours).
(Vide A in paragraph 2 above)

B. Accounts.
(a) (1), Bombay Civil Services Rules 10 (or 10 hours)
Manual (15).
(2) Solution of the questions on the
Bombay Civil Services
Rules.

(b) Budget Manual
(c) Contingent Manual. 7 (or 7 hours).
(d) Solution of the questions on the 5 (or 5 hours)
Budget and the Contingent Manuals.

C. Reviews of Administration. 4 (or 4 hours).
The Secretariat Organisation and
the District Organisation.

D. Practice Class for 20 (or 20 hours).

All actual working out of typical cases.

E. Pracis Writing. 2 (or 2 hours).
Lecture and 2 practice papers.

F. Instruction in the Maxwell system 2 (or 2 hours)
of filing. Give full idea of the
treatment of a receipt from the
beginning viz. diarising, index,
card and its purpose, movement card
for tracing papers, classification
of record into O.P.S. and G. files
and the value and importance of 'S' and
file classification etc.

Total No. of days: 77 (or 77 Hours).

It is desirable that at least two informal tests should be given in each of the 4 written papers to acquaint the trainees of the types of questions they should be prepared with. Eight more days would be allotted for these tests in addition to the 7 days (4 for written papers plus 3 days for taking the oral examinations). Therefore the total number of days required for the full course and examinations would be 92 days.

4. 40% of the total marks should be prescribed for passing in each paper.

5. Each candidate should be given two chances for passing the examination and a candidate who fails to pass the examination even at the second chance should be liable to be discharged. A candidate who fails to pass at the first chance will lose his seniority, if any, over the candidates who pass at that chance.